

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE: HEADQUARTERS
TIS HAZARI COURTS : DELHI


CIRCULAR

Sub: To furnish data regarding furniture items available in Courts and Branches at Tis Hazari Court Complex.

In pursuance to the direction of the Building Maintenance Committee, Tis Hazari Court Complex, a Sub-Committee has been constituted regarding furniture audit at Tis Hazari Courts, Delhi. The said Sub-Committee has desired to obtain the data relating to furniture items available in each Court Room and its associated Chamber, Branches and other rooms housed at Tis Hazari Courts, Delhi.

Hence, all the Branch Incharges and Readers posted at Tis Hazari Court Complex are hereby impressed upon to furnish the requisite report pertaining to Branches and Court Rooms/Judges Chamber respectively as per annexed proforma within a week to the Care Taking Branch (Central) so that same may be placed before the concerned Committee for further necessary action.

No. 5878-613 /CTB(C)/THC/2023


(MRIDUL GUPTA)
Administrative Civil Judge (Central)
Tis Hazari Courts, Delhi

Dated..... 09.02.23
09.FEB 2023

Copy for information and necessary action to :-

1. The PS to the Ld. Principal District & Sessions Judge (HQs.), Delhi.
1. The PS to the Ld. Principal District & Sessions Judge (West), Delhi.
2. All the Ld. Judicial Officers posted at Tis Hazari Court Complex (Central & West District) with the request to direct their Readers to furnish the requisite report within a week.
3. The Ld. Administrative Civil Judge (West), THC, Delhi.
4. All the Branch Incharges, Central & West District, Tis Hazari Courts, Delhi.
5. The Incharge, Care Taking Branch (West), Tis Hazari Courts to coordinate with the Courts and Branches of West District for timely submission of their reports.
6. Official concerned to upload on Layers.


Administrative Civil Judge(Central)
Tis Hazari Courts, Delhi

Furniture of Judges' Chamber (Information to be provided by the concerned Reader)

Sl No.	Name of furniture item	Quantity Available	Whether repair required or not	Number of items to be repaired	Additional Requirement	Quantity of excessive furniture to be returned
1.	Officer revolving chair					
2.	Officer Table					
3.	Computer Table (Officer)					
4.	Computer Chair (Officer)					
5.	Side small table					
6.	Stool (Wooden)					
7.	Visitor Chair (Officer)					
8.	Three Seater Sofa					
9.	Single Seater Sofa					
10.	Foot Rest					
11.	Book Shelf Steel					
12.	Steel Almira (Officer)					
13.	Wooden Almira (Officer)					
14.	Coat Hanger					
15.	Table Desk					
16.	Centre Table (Glass/ wooden)					
17.	Honour Board					
18.	Any other item					

Furniture of Court Room & Ahlmad Room (Information to be provided by the concerned Reader)

Sl No.	Name of furniture item	Quantity Available	Whether repair required or not	Number of items to be repaired	Additional Requirement	Quantity of excessive furniture to be returned
1.	Computer Chair					
2.	Computer Table					
3.	Staff Table					
4.	Steel Cushion Chair (Staff)					
5.	Visitor Chair for advocate/ litigants					
6.	PP/ Witness chair					
7.	Steel Almira					
8.	Wooden Almira for Reader					
9.	Compactor					
10.	Wooden Cushion Chair					
11.	Petition Box					
12.	Steel Sliding Door Cabinet					
13.	Officer Wooden High Back Chair					
14.	Foot Rest					
15.	Any other item					

Furniture of Branch (Information to be provided by the concerned Branch Incharge)

Sl No.	Name of furniture item	Quantity Available	Whether repair required or not	Number of items to be repaired	Additional Requirement	Quantity of excessive furniture to be returned
1.	Computer Table					
2.	Clerk Table					
3.	AO/ Incharge Table					
4.	Stool					
5.	Foot Rest					
6.	Centre Table					
7.	Steel Almirah					
8.	Wooden Almirah					
9.	Book Shelf					
10.	Steel Cushion Chair					
11.	Wooden Cushion Chair					
12.	AO/ Incharge Revolving Chair (High Back)					
13.	Revolving Chair (staff)					
14.	Side Rack					
15.	Record Shifting Trolley					
16.	Honour Board					
17.	Wheel Chair					
18.	Steel/ Iron Rack					
19.	Compoator					
20.	Any other item					